

**HAWAII COUNTY OFFICE OF AGING**  
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**RESPONSES TO WRITTEN QUESTIONS\***

This document refers to questions submitted in response to RFP No. HCOA.2014.KCCMS.01, RFP No. HCOA.2014.KCHCBS.01, and RFP No. HCOA.2014.HEP.01.

Question	Response	RFP Number **		
		HCOA.2014. KCCMS.01	HCOA.2014. KCHCBS.01	HCOA.2014. HEP.01
If a contract extension is granted, could it be less than 12 months?	<i>Yes. An extension of a contract could be less than, but no more than, 12 months total. Refer to section 2.3 General Requirements, subsection E Single or multi-term contracts to be awarded.</i>	X	X	X
At the time of contract extension, can unit rates be negotiated and increased?	<i>No. Unit rates may not increase from original contract term during a contract extension. Unit rates may only be increased if a service provider submits a proposal for a different/new RFP.</i>	X	X	X
Is a total requested budget amount required for Kupuna Care Home and Community Based Service (HCBS) provider proposals?	<i>No. The Kupuna Care HCBS "Provider Pool" is set up in a way that a total dollar amount is not determined and contracted to the service provider. Service units are procured by service providers in the "Provider Pool" throughout a contract term, on an as-needed basis.</i>		X	
May a proposal be hand-delivered to the Hawai'i County Office of Aging (HCOA) Kona Office?	<i>Yes. HCOA's Hilo and Kona offices are the two designated sites for hand-delivered proposals in response to these RFPs. Refer to the "Proposal Mail-In and Delivery Information Sheet" on page ii in the introduction section of the RFPs.</i>	X	X	X
Is there a sample of the work plan that could show what is being requested? Please clarify the information that needs to be included in the work plan.	<i>The Work Plan template is intended for applicants to outline their objectives, actions, and expected outputs/outcomes relating to the services being sought by the RFP. For certain services within certain RFPs, there may not be anything that could be specifically plotted out on the Work Plan, but an applicant is encouraged to indicate plans for achieving organizational goals related to maintaining and/or improving service delivery if the applicant receives a contract as a result of its proposal.</i>	X	X	X
Do we add "Direct Client Expense" into the "Other –	<i>No. Direct Client Expense is not a billable item under this RFP and should not be included as a</i>	X	X	X

Miscellaneous" category in the Program Budget?	<i>part of the proposal.</i>			
Instructions in the RFP indicate that the applicant needs to retain the RFP information in the top of each page, but it is not on the template for the Application Form.	<i>Yes. Inputting the RFP Number on the header section in the Application Form template may or may not cause the header layout to change. As long as the required content is input and any change to the formatting does not create a substantial change to the application form and its contents (e.g. information is cut off or omitted due to format changes), then the application is still acceptable.</i>	X	X	X
Should copies of the forms that may be used in service delivery be included in the proposal? What if there are forms that are found to be better as services progress.	<i>Yes. Samples of forms that an applicant may want to use if awarded a contract should be included in the applicant's proposal if inclusion of these forms will be helpful to the agency reviewing the applicant's proposal.</i>  <i>Any forms used in service provision under any of Hawai'i County Office of Aging (HCOA)'s contracts must be approved by HCOA prior to use.</i>	X	X	X
May the ADRC facility be used for education and/or counseling sessions?	<i>No. Services provided under a contract resulting from this RFP may not be delivered at the ADRC facility.</i>		X	
If a personal vehicle is used to provide service, does insurance information need to be provided? Does the County of Hawai'i need to be named as additional insured, as this may raise insurance rates due to use for "commercial purposes?"	<i>No. Proof of auto insurance is not required in the proposal for this RFP.</i>		X	
Reporting requirements for program and fiscal data list different due dates in two different sections of the RFP; which is the correct date?	<i>The reporting requirements should be the 7<sup>th</sup> day after the report month.</i>	X	X	X
Will formats for the required information/reports be provided?	<i>Yes. Formats for invoices and reporting will be provided to applicants who will be entering a contract with HCOA.</i>	X	X	X
Is a financial audit and personal joint return required for the application since either of these would not indicate information pertinent to the RFP nor has an IRS or State audit been conducted?	<i>Yes. To determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as an attachment to the Proposal Application.</i>	X	X	X
Since it is not possible to estimate how many service units will be required, is it okay to enter just a cost per service?	<i>Yes. Although knowing an applicant's service capacity is preferable, submitting only a cost per service is acceptable for this proposal.</i>		X	

Do multiple proposals need to be submitted if the applicant wishes to provide services on both sides of the island?	<i>No. One proposal will suffice. Applicants should indicate in their proposals specifically what areas they plan to provide service to if awarded a contract as a result of this RFP.</i>	X	X	X
Is there a separate RFP for the Older Americans Act Family Caregiver Support Services?	<i>Yes. The RFP for the Older Americans Act Title III-E Family Caregiver Support Services is currently not posted. Interested parties may check the State Procurement for Notices website (<a href="http://spo3.hawaii.gov/notices/notices/">http://spo3.hawaii.gov/notices/notices/</a>) for future HCOA RFPs.</i>		X	
The total program funding (in the RFP) is \$450,000. Are we to identify the portion of the total program funding we need to provide the services?	<i>No. The Kupuna Care HCBS "Provider Pool" is set up in a way that a total dollar amount is not determined and contracted to the service provider. Service units are procured by service providers in the "Provider Pool" throughout a contract term, on an as-needed basis.</i>  <i>The figures listed in Section 2.1, subsection F of the RFP is provided to give potential applicants an idea of the total program funding that may be awarded.</i>		X	
The RFP asks to provide a procedure for handling income from clients' voluntary contributions. Please clarify voluntary contributions. Does this mean monies a client wishes to donate to the service provider?	<i>Section 315 "Consumer Contributions" of the Older Americans Act states that "Voluntary contributions shall be allowed and may be solicited for all services for which funds are received under this Act if the method is non-coercive."</i>  <i>Applicants should include information on how they would plan to handle voluntary contributions, as any contributions received from clients served by a HCOA contract for this service must be reported to HCOA.</i>		X	X
In reference to the budget forms, does the total cost column show the sum of the budget request and "other sources" column or does it refer to total agency costs for all services regardless of program/location?	<i>The Excel workbook is designed to calculate the Program Budget Summary (first tab of the workbook) based on the figures input in the subsequent worksheets. The "Other Sources" sections are manually input on the budget summary tab, but the totals on the bottom are calculated and should indicate a program-specific budget.</i>	X	X	X

\* Questions must have been received *in writing* by HCOA no later than 4:30 p.m. HST on April 3, 2013 to be included in this summarization.

\*\* Although the actual submitted question may have been in response to a specific RFP Number, the question/answer may be applicable to other RFP Numbers.

For any questions regarding this document, please contact Nicolas K. Los Baños, Aging Program Planner at 961-8600 or via e-mail at [nklosbanos@hcoahawaii.org](mailto:nklosbanos@hcoahawaii.org).